

FAUQUIER COUNTY AIRPORT COMMITTEE

MEETING SUMMARY

REGULAR MEETING

Monday, April 24, 2006 – 5:30 p.m.

Warren Green Building – 1st Floor Conference Room

1. Call to Order:

The Chairman called the meeting of the Fauquier County Airport Committee to order at 5:35 p.m. on 24 April 2006 in the Warren Green Building – 1st Floor Conference Room, Warrenton, Virginia. In attendance were:

Committee (Voting) Members:

James W. Van Luven
Rick Gerhardt
Dennis Hunsberger
Bob Newman
Arthur Nash
Willis P. Risdon
Charles M. Medvitz

Center District Representative
Cedar Run District Representative
Citizen at Large
Airport Tenant/Owner
Marshall District Representative
Citizen at Large
Scott District Representative

County Staff:

Tony Hooper
Michael Anderson
Chrissy Kirby

Deputy County Administrator
Airport Manager
Administrative Specialist, County Administration

Staff:

Michelle Glitzner
Steve Roszel, Sr.
Brian Fuerst

Essar Aviation
Essar Aviation
Campbell and Paris Engineers

Absent:

Frank Rader

Lee District Representative

Visitors:

Jennifer Holloway
Rich Dykes
Ron Gatewood
Chuck Tippet, Sr.
Chuck Tippet, Jr.
David Fields
John Cantrell
Gene Colabistto

2. Adoption of Agenda:

Willis Risdon moved and Chuck Medvitz seconded a motion to adopt the April 24, 2006 meeting agenda. The motion carried unanimously.

3. Citizens' Time:

No one spoke.

4. Adoption of the Minutes:

Dennis Hunsberger moved and Jim Van Luven seconded a motion to adopt the March 27, 2006 meeting minutes. The motion carried unanimously.

5. Schedule – May/June 2006 Committee Meeting:

The Committee decided the following:

- Airport Operations Subcommittee will meet on Monday, May 15, 2006
- Airport Committee will hold it's regular meeting on Monday, May 22, 2006 at the Airport
- Airport Committee's June meeting will be held as scheduled

6. VAOC Spring Workshop Update:

Chrissy Kirby presented the following report to the Committee:

Mike Anderson and Chrissy Kirby attended the Virginia Airport Operators Council Spring Workshop on Wednesday, April 19th and Thursday, April 20th, in Lynchburg, Virginia.

Wednesday morning the Virginia Department of Aviation held their regular Aviation Board Meeting. Warrenton-Fauquier Airport did not have any funding requests before the Aviation Board during this session. VDOA adopted a draft of the proposed revisions to the Airport Program Manual. The Manual will now be reviewed by the Virginia Airport Operators Council with assistance from staff of VDOA. The final version will be forthcoming in the near future. The Aviation Board has formally adopted the procedures for partial reimbursement requests. All partial reimbursement requests must be at least \$1,000 prior to submitting. Only final reimbursement requests maybe submitted for less than \$1,000.

On Wednesday afternoon the following items were discussed:

- VDOA presented an update on the new AirportIQ Airport Information Management System (AIMS). This new software will allow Airports and their engineering firms to submit ACIP requests electronically. Additionally, future versions of the AirportIQ system will allow for Airports to submit reimbursement requests electronically.
- Mary Soderstrum, Senior Aviation Consultant, with Reynolds, Smith and Hills, Inc. provided an overview of the newly revised FAA's Advisory Circular on Master plan requirements.

- Brian Rizzo, Division Manager, Infiniti Systems Group, Inc., presented an overview of the GeoSpatial Information Management system. This GIS software would allow Airports to, at any time, view any and all GIS information including Airport CAD files.

On Thursday the following items were discussed:

- Sharon Harless, Vice President, EEE Consulting, Inc. provided an overview of requirements for Airport's Spill Prevention Control and Countermeasures Plans. Additionally, Ms. Harless presented a sample of SPCC training which should be conducted yearly with all employees who handle or have the potential for handling spills at the Airport.
- Terry Page, FAA and Mike Swain, VDOA, provided an overview of Airport funding requirements. Mr. Page and Mr. Swain reviewed the "timeline" for submission of funding requests.
- Mark Flynn, Esquire; Joe Love, Airport Manager, Chesapeake Regional Airport, and Renny Manuel, Airport Manager, Winchester Regional Airport, provided an overview of Airport Land Use and Zoning issues and matters that have arisen at various Airports throughout the State of Virginia.
- The Virginia Airport Operators Council held its regular membership meeting at the conclusion of the conference.

7. Update: Airport Manager:

Airport Operations

- Currently, there are two NOTAM's in effect, "PAPI runway 14 and 32 out of service", "Runway 32 REIL malfunctioning".
- The Hangar Wait List now has 21 individuals who have paid a deposit.
- We are currently collecting rent on 47 County hangars and 21 tie downs.

Airport Construction and Maintenance Projects

- Work on the Jet A tank is now complete and the facility is now operational.
- The updated Spill Control and Counter Measure Plan, required by the Jet A installation, have been completed.

- ILS – Request for bids for the ILS and AWOS have been released.
The electronic equipment for the ILS has arrived.
The non-mandatory pre bid conference yielded representatives from 4 different contractors.
- Airport maintenance staff is currently hard at work just keeping up with the mowing.

Mr. Anderson updated the Committee on the completion of the hook up of the bathrooms located in the office complex to the sewer system. Additionally, the Committee held brief discussions regarding the cost estimates for WSA to operate and maintain the new sewer system at the Airport.

8. Update: FBO:

Steve Roszel, Sr. advised the Committee that all permits for the construction of T-Hangar #4 have been received.

9. Update: Campbell and Paris:

Brian Fuerst updated the Committee on the following items:

- GEI has been issued the Notice to Process for T-Hangars 3 & 4
- PAPIs have been returned and installed
- FAA is scheduled to do flight check on PAPIs next week
- AWOS pre-bid meeting is scheduled for April 26, 2006 @ 10:00 a.m.

10. Update: Tony Hooper:

Tony Hooper reviewed the Business Operating Permit applications to provide additional services at the Airport. Mr. Hooper stated that the Virginia Department of Aviation has advised the County that the grant funding provided for the construction and utilization of T-Hangars was for storage of aircraft only; however, if the Airport chooses to allow businesses to operate from t-hangars buildings, a pro-rata portion of grant funding may be reimbursed to the Virginia Department of Aviation.

Jim Van Luven made a motion for County staff to continue to work with the County Attorney and the Virginia Department of Aviation to obtain clarification of reimbursement of funds and requirements for allowing businesses to operate out of t-hangar buildings. Richard Gerhardt seconded the motion. The motion passed unanimously.

The Committee reviewed the revised Business Operating Permit Application submitted by Rich Dykes, Phoenix Aviation. After brief discussions and clarifications on Phoenix Aviations revisions, the following action was taken:

Bob Newman made a motion to approve the application of Phoenix Aviation to provide additional services at the Warrenton-Fauquier Airport and, additionally, made a motion that the Airport Manager issue an Operating Permit upon certification that all necessary requirements have been met by Phoenix Aviation to provide such services. Richard Gerhardt seconded the motion. The motion passed unanimously.

The Committee discussed the enforcement of the Rules and Regulations for those tenants who are non-compliant. Mr. Hooper will work with the County Attorney to continue addressing this issue. Mr. Van Luven requested that an update be provided to the Airport Operations Subcommittee during the May 15, 2006 meeting.

Mr. Hooper reviewed a letter received from Essar Aviation, LLC which was submitted to Raymond E. Graham, Chairman, Board of Supervisors. A copy of which is attached herein.

Mr. Hooper updated the Committee on the negotiations on the design and future construction of Clear Span Hangar #1. Mr. Hooper advised the Committee that meetings will continue in the upcoming week to include the applicant, engineers and County staff.

Mr. Hooper stated that Land Acquisition agreements have been received. Mr. Hooper further stated that the Federal Aviation Administration has identified \$597,000 for the purchase of these properties, with the possibility of identification of additional funds. Staff and the FAA continue to work to secure additional funding.

Mr. Hooper updated the Committee on the Airport Maintenance Fee. Mr. Hooper advised the Committee that the first set of invoices will be sent within the next five business days. Mr. Hooper reviewed the response from the FAA that the County is not in violation with the Maintenance Fee and the FAA provided an e-mail response on April 17, 2006.

Mr. Hooper reviewed the following expenditure and revenue projections:

Warrenton-Fauquier Airport - Expenditure Projections					
Expenditure	YTD - Actual - Thru Mar 06	Apr-06	May-06	Jun-06	TOTALS
Full Time Personnel	\$ 53,428.87	\$ 5,604.00	\$ 5,604.00	\$ 5,604.00	\$ 70,240.87
Part Time Personnel	\$ -	\$ 800.00	\$ 800.00	\$ 800.00	\$ 2,400.00
Services from Other Governments	\$ 1,449.82	\$ 25.00	\$ 25.00	\$ 25.00	\$ 1,524.82
Fleet Fuel	\$ 1,757.82	\$ 200.00	\$ 200.00	\$ 200.00	\$ 2,357.82
Electrical Services	\$ 9,526.12	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ 12,976.12
Postal Services	\$ 934.09	\$ 50.00	\$ 50.00	\$ 50.00	\$ 1,084.09
Cell Phone	\$ 588.96	\$ 79.00	\$ 79.00	\$ 79.00	\$ 825.96
Conference Costs	\$ 999.64	\$ 650.00	\$ -	\$ -	\$ 1,649.64
Office Supplies	\$ 1,179.99	\$ 40.00	\$ 40.00	\$ 40.00	\$ 1,299.99
Janitorial Supplies	\$ 2,237.78	\$ 150.00	\$ -	\$ -	\$ 2,387.78
Repairs & Maintenance Supplies	\$ 3,265.11	\$ 160.00	\$ 160.00	\$ 160.00	\$ 3,745.11
Equipment Fuels	\$ 2,556.78	\$ 400.00	\$ 400.00	\$ 400.00	\$ 3,756.78
Vehicle & Equip. Maintenance Supplies	\$ 2,730.73	\$ 250.00	\$ 250.00	\$ 250.00	\$ 3,480.73
TOTAL	\$ 80,655.71	\$ 9,558.00	\$ 8,758.00	\$ 8,758.00	\$ 107,729.71
Other line items used less frequently	\$ 130,845.85	\$ 100.00	\$ 100.00	\$ 100.00	\$ 131,145.85
				Grand Total:	\$ 238,875.56
Warrenton-Fauquier Airport - Revenue Projections					
Revenue	YTD - Actual - Thru Mar 06	Apr-06	May-06	Jun-06	TOTALS
Airport Monthly FBO Rental Payment	\$ 9,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 12,000.00
T-Hangar #1 Land Lease Payment	\$ 9,642.32	\$ 1,055.29	\$ 1,055.29	\$ 1,055.29	\$ 12,808.19
T-Hangar #2 Land Lease Payment	\$ 10,800.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 14,400.00
Tie-Down Rental Payments	\$ 10,899.90	\$ 1,156.00	\$ 1,156.00	\$ 1,156.00	\$ 14,367.90
County Hangar Rental Payments	\$ 106,200.75	\$ 11,288.00	\$ 11,288.00	\$ 11,288.00	\$ 140,064.75
Condo Rental Payments	\$ 10,052.35	\$ 952.00	\$ 952.00	\$ 952.00	\$ 12,908.35
Misc. Payments (Wait List, Storage, etc.)	\$ 2,926.00	\$ 239.00	\$ 239.00	\$ 239.00	\$ 3,643.00
Transfer from General Fund (PP Tax and Land Lease Real Estate Tax)	\$ 1,204.46	\$ -	\$ -	\$ 50,580.54	\$ 51,785.00
Maintenance Fee Payments	\$ -	\$ -	\$ -	\$ 16,852.00	\$ 16,852.00
TOTALS	\$ 160,725.78	\$ 16,890.29	\$ 16,890.29	\$ 83,322.83	\$ 278,829.19

Chuck Medvitz requested that additional verbiage, to include “to be discussed” page be added to the May 2006 expenditure and revenue report.

11. Roundtable:

Jim Van Luven advised the Committee that Supervisor Chester Stribling is seeking another Airport Committee representative for the Lee District.

Mr. Van Luven also requested that the pursuit of enforcement actions for the Rules and Regulations continue.

With no further business Bob Newman moved and Jim Van Luven seconded to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 7:05 p.m.

The next Airport Committee meeting will be May 22, 2006.